

DD/A 74-4552

17 DEC 1974

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : 1974 Summer-Only Program

Sir:

1. For your general information, I thought you might be interested in receiving a brief summary of a much more comprehensive and detailed analysis of our 1974 Summer-Only Program. I am providing copies to the other three Deputy Directors.

2. There were 231 summer-only employees in 1974, and 224 of them completed questionnaires pertaining to their summer job experience. Our analysis is that the program was a successful and rewarding experience for the vast majority of summer employees. The meeting with you was especially appreciated and the group was particularly impressed with your handling of the question-answer portion.

3. The detailed 1974 Summer-Only Annual Report contains comments and suggestions made by some of the summer employees; a few suggestions have limited application while others are broader in scope. One suggestor dealt with the need for summer employees to have a better understanding of the Agency; we propose to investigate the possibility of having other senior officials, perhaps the Deputy Directors, address future summer employee groups. Another suggested that summer employees be permitted to participate in Employee Activity Association programs, as a means of feeling more a part of the organization, and we intend to investigate this also. A third recommendation, proposed by four summer employees, related to the desirability of providing Agency career counseling; henceforth, during entrance-on-duty processing, summer employees will be advised of the availability of such a service and encouraged to seek appropriate counseling.

4. Nineteen summer employees commented on placements: sex discrimination, job preferences, or location and shift. Location and shift of the sponsoring parent and background and education of the applicant are basic considerations in assignment determination, but placement is complicated because a dependent may not be assigned to the same component as the sponsor and because of the diversity of applicants, requirements, buildings, shifts, and transportation. Insofar as sex discrimination is concerned, you have determined that components in the future will omit sex limitations on their requirements unless they have a particular position for which they can justify such a limitation. Also commencing with the 1975 program, applicants will be informed that they may express a preference for type of assignment, work location and shift.

/s/ JOHN N. McMAHON

John F. Blake  
Deputy Director  
for  
Administration

Distribution:

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OP/CSB [ ] cc (13 Nov 74)

Rewritten: EO-DD/A: [ ] (16 Dec 74)

1 - DD/A Subject with background  
1 - DD/A Chrono w/o "  
1 - JFB Chrono w/o "

Att: DD/A 74-4208 - 1974 Summer-Only Annual Report